

## Post on Bulletin Board

### Technician Job Vacancy Announcement

Human Resources Office  
South Dakota National Guard  
2823 West Main Street  
Rapid City, South Dakota 57702-8170

Technician Vacancy **Job Announcement Number: 121-13**

Position Title and Number:

**Human Resources Asst (Military) D1116P01**

Series, Grade:

**GS-0203-07**

Type Appointment:

**Excepted: Enlisted**

Location of Position:

**MILPO R&R Mitchell, SD**

Salary Range:

**\$38,790 to \$50,431 Per Annum**

Open: **30 July 2013**

**Close: 15 August 2013**

#### Area of Consideration

1. All Tenure 1 (as defined in block 24 on the SF 50) Technicians of the South Dakota Army National Guard. Applicants must presently be a Dual Status employee or a Non Dual Status employee eligible for Dual status.

#### Instructions to Applicants

1. Individuals who meet minimum qualifications may apply on the Internet at

<https://www.usajobs.gov/GetJob/ViewDetails/347924800>

You will apply to job announcement **SDARNG 121-13 (929529)** and submit all the documents required by USA JOBS.

**Note.** Applicants are strongly encouraged to submit a separate sheet(s) addressing the Knowledge, Skills and Abilities (KSAs) and how they relate to work experience, education or training. Attached sheets must be uploaded to the application process online. Follow all procedures and instructions listed on USA JOBS.

2. Applications must be received on the Internet at USA JOBS no later than 24:00 HRS Eastern Time on the closing date.

#### Minimum Requirements for Consideration

**General:** Clerical or administrative experience, education and/or training which has provided the applicant with ability to search for and compile information/data, process documents, and provide information about regulations, procedures and programs.

**Specialized:** 12 months experience in the knowledge, skills and abilities (KSAs) as listed below. Such experience is gained in a line of work, which is similar or closely related to the work of the position to be filled. Successful completion of a resident school above the high school level may be substituted at the rate of one academic year of study for six months of specialized experience, provided the study included at least 6 semester hours (or the equivalent) in subjects closely related to the personnel field. Such subjects include: English composition; public administration; personnel administration; statistics; psychology or other courses where the primary emphasis is upon writing skills:

- Ability to plan, establish and administer military personnel programs.
- Ability to communicate both orally and in writing with both employees and managers at all levels while providing quality customer service.
- Skill in use of the SDNG computer systems including common software.
- Skill in gathering information, data and preparing reports.
- Ability to provide technical guidance and assistance to subordinate units.
- Knowledge and use of Access Databases.
- Ability to work with minimal supervision.
- Ability to work as a member of a team and adapt to change.

#### Compatibility Requirements

Selected individual must be assigned to a compatible military position in the following MOS/AOC within ninety (90) days of effective date of hire: MOS 42A. Military grade inversion within the full-time work force is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of personnel supervised.

#### Summary of Duties

This position is located in a satellite Recruiting and Retention section of the Recruiting and Retention Branch of the Army National Guard (ARNG). The purpose of this position is to provide support to the Army Recruiting Officer, Strength Manager or Production Recruiters as applicable. This position supports the primary mission of Recruiting and Retention Section, for recruitment of Soldiers into the ARNG. The secondary mission is to coordinate retention functions of Soldiers.

#### Miscellaneous

1. A complete description of duties and responsibilities can be found in the Position Description available at the Human Resources Office at Camp Rapid or at the position assignment location.
2. If you have questions or need additional information about this announcement, contact the Personnel Staffing Specialist, (605) 737-6659/DSN 747-6659, at the Human Resources Office in Rapid City.

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